

2018 - Young Engineer of the Year Award Nomination Form Checklist

Updated October 30, 2017

1. Submit your application and nomination package electronically no later than Friday, January 12, 2018 ***in pdf format only*** to wight@norwich.edu. Electronic transmissions received after the January 12, 2018 deadline will not be reviewed by the Selection Committee.
2. Provide a brief biographical sketch of employment and experience since formal education.
3. Each nominee shall submit detailed information that addresses the YEOY selection criteria stated herein and in the Nominee Ranking Form. The nominee should present her/his application responses in the order and format that follows conforms to the outline and the Nominee Ranking Form.
 - A. Education and Collegiate Achievements:
Include undergraduate and advanced degrees (date, major, institution), honorary societies (society, office held) scholastic awards, organizations (name, office held), and other activities.
 - B. Professional and Technical Society Activities (national, state and chapter levels):
Include list of offices held and committee assignments, and awards at each level.
 - C. Continuing Competence:
List graduate studies (courses, dates) short courses and seminars, and papers published (article, journal, and date).
 - D. Engineering Achievements:
Include current position (title, company or institution), responsibilities (number of subordinates, annual budget), accountability (position, function, nature of challenge) patents applied for and awarded.
 - E. Professional Experience:
Provide dates of employment, employer/location, description of duties showing evidence of increasing responsibility and complexity.
 - F. Civic and Humanitarian Activities:
Include a listing participation in civic and humanitarian activities, offices held and committee assignments.
4. To help the EOY/YEOY Selection Committee do the best possible job, we recommend that the nomination packages contain specific and detailed information in the areas of "Engineering and Professional Achievement" and "Professional Experience and Contributions." The types of information, which should be described in narrative form, include:

YEOY:
 - Specific demonstrations of increased responsibility on projects over time
 - Growth in content of engineering contributions
 - Progression from being supervised to performing supervisory functions or progression in technical competency
 - Advancement of the business or enterprise
 - Benefit to clients

It is important to list not just projects on which the nominee has worked but the significance of the project and her/his contributions to the project. Several well-chosen items, more fully described, are more helpful to the Selection Committee than a longer list with little or no description.
5. **Applicants must be 35 years of age or younger as of January 1, 2018 to be eligible.**
6. **Applicants must be a licensed Professional Engineer or Certified Engineer Intern in the State of Vermont.**

Young Engineer of the Year Award Nomination Form

Please Print or Type

Candidate: _____ Date of Application: _____

Birth Date: _____

Home Address: _____

Daytime Phone: _____ Fax: _____

Licensure: _____
State Classification License No.

Candidate's Signature: _____ Date: _____

Society Sponsor: _____

Sponsor Representative: _____

Representative's Signature: _____

Address: _____

Daytime Phone: _____ Fax: _____

Please refer to nomination checklist for additional information that should accompany this nomination form.